

Recruitment Products Integration

Access Right to Work to Access Screening

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Overview

This integration allows a flow of data relating to a candidate's Right to Work (RtW) check to feed into Access Screening. It is an automated process.

Please note that you will need to have an account with Access Screening for the integration to work.

Data transferred

- Right to Work Application status
- Right to Work documents
- Document check results (if configured in Access Right to Work)
- Additional documents (if configured in Access Right to Work)

The Transfer Process

The transfer process is automated and the RtW checks will be displayed instantly in the 'Access Right to Work' section within the Management section in Access Screening to link to a background check or start a new background check with.

Once a Right to Work check has been linked to a Screening background check, the transfer process is automated and scheduled to run every 15 minutes to return the Right to Work check results into Access Screening.

Services involvement

The integration will be setup by the Technical Team in the Centre of Excellence.

Viewing the Right to Work Checks in Access Screening

A system administrator in the Screening platform will need to go to Configuration and Users & Permissions.

From here, they will need to click Edit on the operator who needs the permission to view the Right to Work checks within the Screening platform.

In the Roles section, there will be an option called Right to Work. Ticking this option will allow users to view all Right to Work checks from the Right to Work platform from the Screening Management tab.

Right to Work

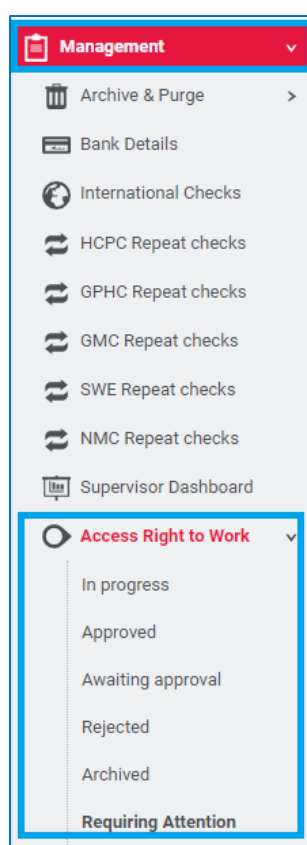
☐ • Can view Right to Work mangement list

• Can view Right to Work report

Once ticked, click save changes at the bottom of the page.

To view the Right to Work checks, click on the Management tab and the Access Right to Work section on the left hand side.

You will see a list of all the statues a RtW check can be in, these are:



From here, the operator can click on a status to view a list of RtW checks within that status.

Reporting	Access Right to Work applications list					
Billing						
Configuration						
Admin						
Management						
Archive & Purge						
Bank Details						
International Checks						
HPC Repeat checks						
GPHC Repeat checks						
GMC Repeat checks						
SWE Repeat checks						
NMC Repeat checks						
Supervisor Dashboard						
Access Right to Work						
In progress						
Approved						
Awaiting approval						
Rejected						
Archived						
Requiring Attention						

How to Start a Screening Background Check from a RtW Check

If the Right to Work check is carried out first as part of the customer's compliance process followed by the screening checks, they can do the following to link the candidate's right to work check to their screening check.

From the management tab, click on 'Start' next to the candidate you want to start the screening checks for.

Access Right to Work applications list					
Access RTW App ID	Created	Name	Nationality	Status	Background Check
05a143a0-0595-11ec-a4ca-515c47a5df99	2021-08-25 11:10:14	Hina Raj	British	Approved	Start Link

This will take you to the start a background page. From here, you need to select the Brand/Workflow, email, title, the first name and last name will be auto populated. Tag information will also need to be entered if enabled on the workflow you have selected.

Once you have entered the details, select start and notify candidate.

Start a background check

Enter new candidate details

Brand * Access Screening

Workflow * Access Recruitment

Email * hina.raj@hotmail.com

Title Miss

First name * Hina

Last name * Raj

Authentication number -----

Existing Candidate

Candidate Select a candidate

Target completion date

Complete by (optional) deadline for this check's completion

[Start and Notify Candidate](#)

Tags

There are no available tags for the selected workflow

Signing documents

There are no signing documents pending to upload

The candidate will fill out the candidate portal as normal and once they have submitted their details, the operator will be able to view the Right to Work check details on the candidate's background check.

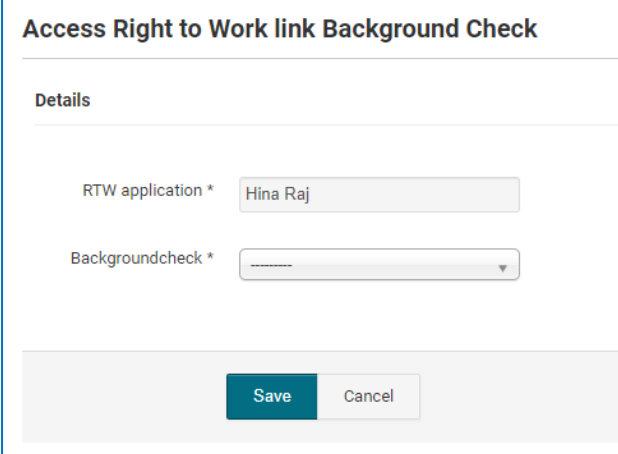
This can be found in the Data checks section. The status of the check will be displayed as completed which means that the right to work check details have successfully linked to the candidate's screening background check.

Click 'View' to view the results.

Data Checks					
Reference	Name	Status	Accepted/Rejected	Requested	Completed
CH-1298408	DBS Enhanced (Integrated)	Waiting for Operator	-	12/01/2022 10:46	-
CH-1320252	Access Right to Work	Completed	Pending	30/09/2020 12:00	28/01/2022 11:55

This page will display the Application details which includes the candidate's first name, last name, middle names, date of birth (if the document check feature is enabled), nationality and status of the application.


If the candidate's photo was captured this will also be displayed.



Access Right to Work link Background Check

Details

RTW application * Hina Raj

Backgroundcheck * 

Save **Cancel**

To link the two together, from the Background check dropdown list, select the candidate's background check and click Save.

This will display a message at the top of the screen to let you know the 2 checks have been linked successfully.

Once linked, the results can be found in the Data checks section. The status of the check will be displayed as pending as the right to work check details will be pulled from the Right to Work platform. Once this has completed, the check status will show as completed which means that the right to work check details have successfully linked to the candidate's screening background check.

Click View to view the results.

Any additional documents types which were captured as part of the candidate's right to work check, will also be displayed within this page.

The right to work check will be displayed in the BC Standard report which can be downloaded from the candidate's background check page from 'Download Reports'.

Please note that 'Download Reports' is not available in the 'Waiting for Candidate' status as the candidate has not submitted the candidate portal.

Field Mapping

Field Name in Right to Work	Field Name in Screening
First Name	First Name
Middle Names	Middle names
Surname	Last Name
Dob	Date of Birth
Nationality	Nationality
Application status	Application status
Created At	Created

UAT & Switch To LIVE

Please note that all testing will be conducted whilst you are in implementation.

If your Screening platform has gone Live before the RtW platform, please do NOT link or start any background checks with the RtW checks as this will be linked to Live background checks.

If your RtW platform has gone Live before your Screening platform and RtW checks have been linked to dummy background checks, the dummy background checks will be removed as part of the Go Live process.

Your Centre of Excellence consultant will clear your Demo RtW platform as part of the Go Live process.

Support

Please contact your Access Screening and RtW Support Team for any issues or queries arising from this document.